

# Faculty Senate Meeting

MINUTES

AUGUST 16, 2013

12:30 PM

CALVIN HALL 100

MEETING CALLED BY	Erica McFadden, Faculty Senate President
NOTE TAKER	Carolyn Kuchera
FACULTY ATTENDEES	Stephen Buggie, Matt Minges, Lewis Gambill, Rachel Hewett-Beah, Ralph Casebolt, John Zimmerman, Margi Campbell, June Estridge, Aneka Lundberg, Paula Watt, Carolyn Kuchera, Yi-Wen Huang, Jim Sayers, Bruce Gjeltima, Lora Stone, Ken Roberts, Bridgette Ray, Gayle Woodcock, Corine Gonzales, Rachel Stewart, Ann Jarvis, Carmela Lanza, Michelle Yazzie, Lilia Smarandache, Frank Amankonah, Chris Platero, Gloria Dyc, Joe Kee Jr., Erica McFadden, Smita Rashid, Cindy Torrez, Kelly Shukar, Floyd K., Irene Den Bleyker
GUESTS	Dr. Neal Mangham,

## Agenda topics

### ACTION APPROVAL OF AGENDA ERICA MCFADDEN

DISCUSSION	
<p><b>Approve Agenda</b>            Motion: Jim Sayers            Seconded: Florentine Smarandache            Discussion: None            Voice Vote: Unanimous            Motion Carried: Yes</p>	

### ACTION APPROVAL OF MINUTES ERICA MCFADDEN

DISCUSSION	
<p>The Faculty Senate accepted last year's minutes.</p> <p>Motion: Marji Campbell            Seconded: Jim Sayers            Discussion: None            Voice Vote: Unanimous            Motion Carried: Yes</p>	

### INFORMATION REPORT FROM FACULTY SENATE PRESIDENT ERICA MCFADDEN

DISCUSSION	
<p>The library has funds to purchase DVDs and accompanying copyrights. For info, contact Cindy Ogden.</p> <p>Committees need to review membership to ensure proper turn-over. Committee chairs are asked to email Erica (<a href="mailto:Emcfadden13@unm.edu">Emcfadden13@unm.edu</a>) with: committee name and member list, including length of service for individual members.            Deadline: Sept. 1</p>	

### INFORMATION REPORT FROM THE EXECUTIVE DIRECTOR DR. CHRISTOPHER DYER

	Absent.
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<b>INFORMATION</b>	<b>REPORT FROM THE DEAN OF INSTRUCTION</b>	<b>DR. NEAL MANGHAM</b>
<b>DISCUSSION</b>	<p>Expressed commitment to working with faculty on a number of important projects, including the Strategic plan as well as the continuing the progress of the Curriculum Committee and the Divisions established last year.</p> <p>Shared Mr. Martin's regrets for missing the meeting due to travel, and his intention to attend a future meeting to discuss the budget for the upcoming year.</p> <p>Enrollments are down slightly from last year, as they are at other colleges in the UNM system. Expect enrollment to stay flat for the next couple of years. Lower enrollment translates to less operating funds, which means we'll need to manage funds as best we can, including increasing the range and size of external funding through grant writing and through increased activities by the Community Based Education group which will bring additional revenue for institutional use.</p> <p>Professor Arviso commended for her efforts in getting the draft Strategic Plan on the network in "Wiki" format for input. She is working with Jody Sowers to assemble an updated faculty email list. Once completed, faculty will receive an invite to the group. Suggestions and comments on the Strategic Plan are encouraged and appreciated. In about two weeks, Dr. Mangham will make revisions based on feedback and repost for further comment. Although his goal was to have the plan adopted at the beginning of spring semester, he recognizes the importance of doing things correctly rather than just quickly.</p>	

<b>INFORMATION</b>	<b>REPORT FROM THE INTERIM STUDENT SERVICES DIRECTOR</b>	<b>SUZETTE WYACO</b>
<b>DISCUSSION</b>	<p>Probation and suspension may explain the decrease in enrollments, along with financial aid becoming more stringent.</p> <p>Announcing Irma Vega Gomez as the new disabilities specialist (ARC person). Anthony Billy to take over scheduling and managing registration.</p> <p>Suggestions: (1) a potluck between student services and the departments to share ideas and build community. (2) More training for advisors on LoboWeb-scheduling and inquiry mode.</p> <p>Anneke Lundberg asked a question about class switches and dropping students. Respond: If they aren't showing up by the Aug 30<sup>th</sup>, please drop them.</p> <p>Irene Den Bleyker reminded group that Headstart students are required to be in a mandatory training and will miss the first week or two (?) of classes.</p>	

<b>INFORMATION</b>	<b>REPORT FROM THE DIRECTOR OF BUSINESS OPERATIONS</b>	<b>TIMOTHY MARTIN</b>
<b>DISCUSSION</b>	Absent.	

<b>INFORMATION</b>	<b>CONSTITUTION AND BY-LAWS</b>	<b>RALPH CASEBOLT</b>
<b>DISCUSSION</b>	<p>Phase one completed. Thanks to Vicki Olson, Wynn Goering, and Robert Galin and all those who participated in open discussion.</p> <p>Hope to complete the by-laws this semester. A process is in place to do so.</p> <p>Last year's committee chairs are asked to hold a meeting of the standing committee in order to go over their by-laws. Now is the final chance. Be sure committee by-laws are consistent with constitution section II. C. If you have a main campus standing committee, be sure you are conforming to Red Book by-laws.</p> <p>Submit by-laws online to Vicki. Paper copy to Ralph.</p> <p>Goal &amp; Timeline- to review and take action on by-laws at November faculty senate meeting. Constitution and by-laws will take effect in Jan. Committees will need to conform to new by-laws at that point.</p>	

## ANNOUNCEMENTS / OTHER

Rachel Hewett-Beah: A curriculum committee meeting will be held to update what was voted on in the spring. Programs up for review this semester will be contacted.

Cindy Ogden: The library is in the process of hiring workstudy positions. A solution for giving community users access to library computers is being sought. We have access to bibliographic citation management software End-Note (similar to EasyBib) through existing subscriptions to ProQuest and InfoTrak making EasyBib unnecessary. Subscription cancelled. \$1000 savings. A guide is available for the new software from main campus.

A new database page will replace the old one (which will still be available for a bit). She suggests taking a look at the new page.

Yi-Wen Huang: - Handouts from this week's meeting on Communications Styles are available.

Anneke Lundberg: A handout is available from the ABE meeting earlier this week containing info from Northside and Zuni campuses on adult education.

Gloria Dyc- Favors open-classroom philosophy and lower anxiety when it comes to observation. Composition faculty chose reading comprehension as a shared objective to measure through classroom observation. Observations will be filmed. Group discussion of teaching strategies to follow.

Motion to adjourn: Paula Watt  
1:15 pm

Recorded by: Carolyn Kuchera, Faculty Senate Secretary on August 21, 2013.